

File: ORR

Assistant for Special Projects, ORR

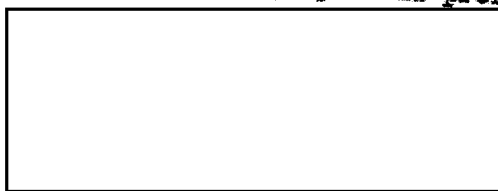
1104 "M"

27 January 1961

Chief, Records Management Staff

Request for Shelf Filing

1. Attached is a drawing of the Reading Panel Vault at the New Building and a description of the steel shelving that will be required to accommodate approximately 50 feet of legal sized documents.
2. The plan calls for three (3) tiers of adjustable shelving, six shelves high, providing twelve inches between each shelf.
3. As this material is presently stacked on a conveyor belt we will not be able to realize a monetary savings, but the use of this shelving will free the conveyor for more proper and profitable utilization.



Attachments (2)

Distribution:

Original & 1 - Addressee

1 -

1 - RMS

Mgt/S/RMS/RS&DE

(27 January 1961)

FILING EQUIPMENT

26 January 1961

OFFICE OF RESEARCH & REPORTS/ READING PANEL

Bookshelving - Closed Base Unit Type

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>PRICE EACH</u>
1	Initial Single Face Section - 36" wide	1	
2	Additional Single Face Section - 36" wide	2	
3	Single Faced End Panel - Left end	1	
4	Single Faced End Panel - Right end	1	
5	Top Plate - 15" Deep for 36" sections	3	

Dimensions: Height of uprights to be 77" to provide a 3" base elevation and 6 shelf openings not less than 12" from the filing surface of one shelf to the lowest projection of the next higher shelf or dust canopy. All sections shall contain adjustable shelves and base of 15" deep by 35" wide inside measurements.

Approximate Cost: \$221.00